

# 3 Special Services

## 310 Certificate of Mailing

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### 311 Description

Certificates of mailing furnish evidence of mailing only. A receipt is not obtained on delivery of the mail to the addressee. The fee paid for certificates of mailing does not insure the item against loss or damage.

### 312 Availability

Customers can purchase a certificate of mailing when they send unregistered letter-post, post/postal cards, matter for the blind, and uninsured parcel post or require a duplicate of an original certificate that pertained to a previously mailed item. A certificate of mailing cannot be obtained in combination with registered mail, insured parcel post, recorded delivery, or bulk mailings of 200 pieces or more that bear a permit imprint.

### 313 Fees

#### 313.1 Individual Pieces

The fee for certificates of mailing for ordinary letter-post and ordinary parcel post is \$0.90 per piece, whether the item is listed individually on PS Form 3817, *Certificate of Mailing*, or on firm mailing bills. Additional copies of PS Form 3817 or firm mailing bills are available for \$0.90 per page. PS Form 3877, *Firm Mailing Book for Accountable Mail*, or forms printed at the mailer's expense may be used for certificates of three or more pieces of mail of any class presented at one time. If mailer-printed forms are used instead of PS Form 3877, these forms must contain, at a minimum, the same information as PS Form 3877. The fee is \$0.30 per article.

**313.2 Bulk Pieces**

PS Form 3606, *Certificate of Bulk Mailing*, is used to specify the total number of identical pieces of ordinary letter-post mail that are paid for with regular postage stamps, precanceled stamps, or meter stamps. The following certificate of mailing fees apply:

|                                          |        |
|------------------------------------------|--------|
| Up to 1,000 pieces                       | \$4.50 |
| Each additional 1,000 pieces or fraction | 0.50   |
| Duplicate copy                           | 0.90   |

**314 Processing Requests****314.1 Forms****314.11 Postal Service Forms**

The forms used for domestic mail are also used for international mail (see DMM 503).

**314.12 Treasury Department Forms**

- a. The sender may receive a certificate of mailing on Treasury Department (Internal Revenue) Forms P.T. 26, 27-A, or 550, certifying that the sender has waived the right to withdraw the item from the mail. The certificate of mailing fees apply to these forms.
- b. Post Office facilities may also certify, on Customs Form 4455, *Certificate of Registration*, the exportation by mail of items sent abroad for alteration, repair, or replacement (see 713.43). The certificate of mailing fees apply to each completed form.

**314.13 Agriculture Department Forms**

Certain certificates or permits are required for the exportation of dried whole eggs and for tobacco seeds and plants. For procedures and fees, see 550 and 560, respectively.

**314.2 Preparation****314.21 Sender's Responsibility**

Sender must:

- a. Prepare certificate as prescribed in DMM 503.
- b. Use a typewriter, ink, or ballpoint pen.
- c. Affix postage stamps or postage meter stamps *to the certificate* to cover fees or purchase a postage validation imprinter (PVI) label to be affixed by the accepting clerk.
- d. If certificate is an additional one for the same item, endorse it "DUPLICATE" or "COPY."
- e. Return certificate to the accepting clerk.

**314.22 Accepting Clerk's Responsibility**

Accepting clerk must:

- a. Make sure that the form has been properly completed and that the correct amount of postage has been affixed.
- b. Cancel the stamps with a postmark showing the current date.
- c. Sign the Treasury Department forms described in 314.12.

**Note:** This is the only instance in which certification requires signatures or initials of Postal Service employees.

- d. Return the form to the sender.

**Exception:** Permits for mailing tobacco seeds and tobacco plants are retained by the Post Office facility and forwarded to the Agriculture Department (see 560).

## 320 Insurance

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**321 Description**

Insurance affords a means of coverage against loss, rifling, or damage to parcel post. Compensation is payable at various levels, according to the fee paid.

**322 Availability**

Insurance is available only for parcel post and only to certain countries. See Individual Country Listings. Insurance is not available for letter-post items.

**323 Fees and Insured Value****323.1 Insurance Fees**

The insurance fee is in addition to postage and other applicable fees. See Individual Country Listings.

**323.2 Insured Value****323.21 Maximum**

The insured value (insurance coverage) of a parcel may not be more than the maximum allowed for the country of destination. See Individual Country Listings.

**323.22 Insured Value vs. Declared Value**

The insured value (insurance coverage) of a parcel may not be more than the declared value of the contents. However, insured value may be less than declared value, depending on the wish of the sender.

**323.23 Computation**

The insurance fee is based on the insured value.

**324 Processing Requests****324.1 Mailing Receipt and Insurance Number****324.11 General Use**

All international parcels *must* be numbered. PS Form 3813-P, *Insured Mail Receipt*, provides a numbered insurance label for the parcel and an identically numbered mailing receipt for the sender. The receipt is issued to the sender as proof of mailing and proof of payment of insurance fee. For volume mailers, use PS Form 3877, *Firm Mailing Book for Accountable Mail*, as sender's receipt. Only labels printed by the Postal Service may be used on international insured mail.

**324.12 Accepting Clerk's Responsibility**

Accepting clerk must:

- a. Tear off the numbered insurance label and affix it to the parcel close to the address.
- b. Complete the receipt part of PS Form 3813-P to show city and country of destination, postage, insured value (insurance coverage), and insurance fee; the special handling and/or return receipt fees (if applicable); and total charge, and check special contents indication (fragile, liquid, perishable), if applicable.
- c. Postmark and initial the receipt and issue it to the sender.
- d. For federal government official parcels (see 143.1) presented for insurance, indicate the amount of the fee, according to the authorized amount of insurance requested.

**324.13 Sender's Responsibility**

Sender should enter name and address of addressee on mailing receipt and retain it. The receipt must be submitted if the sender wishes to make an inquiry about, or file a claim for, an insured parcel (see Chapter 9).

324.2 **Marking**324.21 **Sender's Responsibility**

The sender must:

- a. Mark parcels containing fragile or perishable articles with the appropriate endorsement; e.g., "FRAGILE," "PERISHABLE," or "GLASS," etc.
- b. Enter the insured amount in U.S. currency (figures only) in the appropriate space on the customs declaration.

324.22 **Retail Employee's Responsibility**

The retail employee must:

- a. Indicate on the parcel the amount for which the parcel is insured. Write the amount in ink, and express the amount in U.S. currency and special drawing right (SDR) values, indicating both in figures only. For example:  
INSURED VALUE  
\$100 (U.S.)  
68.30 SDR
- b. See [Exhibit 324.22](#) for a table showing the conversion of U.S. dollar values (up to \$600) to SDR equivalents. To determine SDR equivalents above \$600, the retail employee must multiply the insured amount, rounded up to the next full dollar if necessary, by the conversion factor of 0.6830.

**Note:** The conversion of U.S. dollars into SDR equivalents is based on the following formulas:

$$1 \text{ US \$} = 0.6830 \text{ SDR} \qquad 1 \text{ SDR} = \$1.46 (1.4642)$$

- c. Enter the insured number, insured amount, and SDR equivalent on PS Form 2976-A, *Customs Declaration and Dispatch Note* — CP 72.

Exhibit 324.22 (p. 1)

**Conversion Table: U.S. Dollars to Special Drawing Right (SDR)**

1 US \$ = 0.6830 SDR

1 SDR = \$1.46 [\$1.4642]

| US \$ | SDR     | US \$ | SDR     | US \$ | SDR      | US \$ | SDR      | US \$ | SDR      | US \$ | SDR      |
|-------|---------|-------|---------|-------|----------|-------|----------|-------|----------|-------|----------|
| 1     | 0.6830  | 51    | 34.8330 | 101   | 68.9830  | 151   | 103.1330 | 201   | 137.2830 | 251   | 171.4330 |
| 2     | 1.3660  | 52    | 35.5160 | 102   | 69.6660  | 152   | 103.8160 | 202   | 137.9660 | 252   | 172.1160 |
| 3     | 2.0490  | 53    | 36.1990 | 103   | 70.3490  | 153   | 104.4990 | 203   | 138.6490 | 253   | 172.7990 |
| 4     | 2.7320  | 54    | 36.8820 | 104   | 71.0320  | 154   | 105.1820 | 204   | 139.3320 | 254   | 173.4820 |
| 5     | 3.4150  | 55    | 37.5650 | 105   | 71.7150  | 155   | 105.8650 | 205   | 140.0150 | 255   | 174.1650 |
| 6     | 4.0980  | 56    | 38.2480 | 106   | 72.3980  | 156   | 106.5480 | 206   | 140.6980 | 256   | 174.8480 |
| 7     | 4.7810  | 57    | 38.9310 | 107   | 73.0810  | 157   | 107.2310 | 207   | 141.3810 | 257   | 175.5310 |
| 8     | 5.4640  | 58    | 39.6140 | 108   | 73.7640  | 158   | 107.9140 | 208   | 142.0640 | 258   | 176.2140 |
| 9     | 6.1470  | 59    | 40.2970 | 109   | 74.4470  | 159   | 108.5970 | 209   | 142.7470 | 259   | 176.8970 |
| 10    | 6.8300  | 60    | 40.9800 | 110   | 75.1300  | 160   | 109.2800 | 210   | 143.4300 | 260   | 177.5800 |
| 11    | 7.5130  | 61    | 41.6630 | 111   | 75.8130  | 161   | 109.9630 | 211   | 144.1130 | 261   | 178.2630 |
| 12    | 8.1960  | 62    | 42.3460 | 112   | 76.4960  | 162   | 110.6460 | 212   | 144.7960 | 262   | 178.9460 |
| 13    | 8.8790  | 63    | 43.0290 | 113   | 77.1790  | 163   | 111.3290 | 213   | 145.4790 | 263   | 179.6290 |
| 14    | 9.5620  | 64    | 43.7120 | 114   | 77.8620  | 164   | 112.0120 | 214   | 146.1620 | 264   | 180.3120 |
| 15    | 10.2450 | 65    | 44.3950 | 115   | 78.5450  | 165   | 112.6950 | 215   | 146.8450 | 265   | 180.9950 |
| 16    | 10.9280 | 66    | 45.0780 | 116   | 79.2280  | 166   | 113.3780 | 216   | 147.5280 | 266   | 181.6780 |
| 17    | 11.6110 | 67    | 45.7610 | 117   | 79.9110  | 167   | 114.0610 | 217   | 148.2110 | 267   | 182.3610 |
| 18    | 12.2940 | 68    | 46.4440 | 118   | 80.5940  | 168   | 114.7440 | 218   | 148.8940 | 268   | 183.0440 |
| 19    | 12.9770 | 69    | 47.1270 | 119   | 81.2770  | 169   | 115.4270 | 219   | 149.5770 | 269   | 183.7270 |
| 20    | 13.6600 | 70    | 47.8100 | 120   | 81.9600  | 170   | 116.1100 | 220   | 150.2600 | 270   | 184.4100 |
| 21    | 14.3430 | 71    | 48.4930 | 121   | 82.6430  | 171   | 116.7930 | 221   | 150.9430 | 271   | 185.0930 |
| 22    | 15.0260 | 72    | 49.1760 | 122   | 83.3260  | 172   | 117.4760 | 222   | 151.6260 | 272   | 185.7760 |
| 23    | 15.7090 | 73    | 49.8590 | 123   | 84.0090  | 173   | 118.1590 | 223   | 152.3090 | 273   | 186.4590 |
| 24    | 16.3920 | 74    | 50.5420 | 124   | 84.6920  | 174   | 118.8420 | 224   | 152.9920 | 274   | 187.1420 |
| 25    | 17.0750 | 75    | 51.2250 | 125   | 85.3750  | 175   | 119.5250 | 225   | 153.6750 | 275   | 187.8250 |
| 26    | 17.7580 | 76    | 51.9080 | 126   | 86.0580  | 176   | 120.2080 | 226   | 154.3580 | 276   | 188.5080 |
| 27    | 18.4410 | 77    | 52.5910 | 127   | 86.7410  | 177   | 120.8910 | 227   | 155.0410 | 277   | 189.1910 |
| 28    | 19.1240 | 78    | 53.2740 | 128   | 87.4240  | 178   | 121.5740 | 228   | 155.7240 | 278   | 189.8740 |
| 29    | 19.8070 | 79    | 53.9570 | 129   | 88.1070  | 179   | 122.2570 | 229   | 156.4070 | 279   | 190.5570 |
| 30    | 20.4900 | 80    | 54.6400 | 130   | 88.7900  | 180   | 122.9400 | 230   | 157.0900 | 280   | 191.2400 |
| 31    | 21.1730 | 81    | 55.3230 | 131   | 89.4730  | 181   | 123.6230 | 231   | 157.7730 | 281   | 191.9230 |
| 32    | 21.8560 | 82    | 56.0060 | 132   | 90.1560  | 182   | 124.3060 | 232   | 158.4560 | 282   | 192.6060 |
| 33    | 22.5390 | 83    | 56.6890 | 133   | 90.8390  | 183   | 124.9890 | 233   | 159.1390 | 283   | 193.2890 |
| 34    | 23.2220 | 84    | 57.3720 | 134   | 91.5220  | 184   | 125.6720 | 234   | 159.8220 | 284   | 193.9720 |
| 35    | 23.9050 | 85    | 58.0550 | 135   | 92.2050  | 185   | 126.3550 | 235   | 160.5050 | 285   | 194.6550 |
| 36    | 24.5880 | 86    | 58.7380 | 136   | 92.8880  | 186   | 127.0380 | 236   | 161.1880 | 286   | 195.3380 |
| 37    | 25.2710 | 87    | 59.4210 | 137   | 93.5710  | 187   | 127.7210 | 237   | 161.8710 | 287   | 196.0210 |
| 38    | 25.9540 | 88    | 60.1040 | 138   | 94.2540  | 188   | 128.4040 | 238   | 162.5540 | 288   | 196.7040 |
| 39    | 26.6370 | 89    | 60.7870 | 139   | 94.9370  | 189   | 129.0870 | 239   | 163.2370 | 289   | 197.3870 |
| 40    | 27.3200 | 90    | 61.4700 | 140   | 95.6200  | 190   | 129.7700 | 240   | 163.9200 | 290   | 198.0700 |
| 41    | 28.0030 | 91    | 62.1530 | 141   | 96.3030  | 191   | 130.4530 | 241   | 164.6030 | 291   | 198.7530 |
| 42    | 28.6860 | 92    | 62.8360 | 142   | 96.9860  | 192   | 131.1360 | 242   | 165.2860 | 292   | 199.4360 |
| 43    | 29.3690 | 93    | 63.5190 | 143   | 97.6690  | 193   | 131.8190 | 243   | 165.9690 | 293   | 200.1190 |
| 44    | 30.0520 | 94    | 64.2020 | 144   | 98.3520  | 194   | 132.5020 | 244   | 166.6520 | 294   | 200.8020 |
| 45    | 30.7350 | 95    | 64.8850 | 145   | 99.0350  | 195   | 133.1850 | 245   | 167.3350 | 295   | 201.4850 |
| 46    | 31.4180 | 96    | 65.5680 | 146   | 99.7180  | 196   | 133.8680 | 246   | 168.0180 | 296   | 202.1680 |
| 47    | 32.1010 | 97    | 66.2510 | 147   | 100.4010 | 197   | 134.5510 | 247   | 168.7010 | 297   | 202.8510 |
| 48    | 32.7840 | 98    | 66.9340 | 148   | 101.0840 | 198   | 135.2340 | 248   | 169.3840 | 298   | 203.5340 |
| 49    | 33.4670 | 99    | 67.6170 | 149   | 101.7670 | 199   | 135.9170 | 249   | 170.0670 | 299   | 204.2170 |
| 50    | 34.1500 | 100   | 68.3000 | 150   | 102.4500 | 200   | 136.6000 | 250   | 170.7500 | 300   | 204.9000 |

Exhibit 324.22 (p. 2)

**Conversion Table: U.S. Dollars to Special Drawing Right (SDR)**

1 US \$ = 0.6830 SDR

1 SDR = \$1.46 [\$1.4642]

| US \$ | SDR      | US \$ | SDR      | US \$ | SDR      | US \$ | SDR      | US \$ | SDR      | US \$ | SDR      |
|-------|----------|-------|----------|-------|----------|-------|----------|-------|----------|-------|----------|
| 301   | 205.5830 | 351   | 239.7330 | 401   | 273.8830 | 451   | 308.0330 | 501   | 342.1830 | 551   | 376.3330 |
| 302   | 206.2660 | 352   | 240.4160 | 402   | 274.5660 | 452   | 308.7160 | 502   | 342.8660 | 552   | 377.0160 |
| 303   | 206.9490 | 353   | 241.0990 | 403   | 275.2490 | 453   | 309.3990 | 503   | 343.5490 | 553   | 377.6990 |
| 304   | 207.6320 | 354   | 241.7820 | 404   | 275.9320 | 454   | 310.0820 | 504   | 344.2320 | 554   | 378.3820 |
| 305   | 208.3150 | 355   | 242.4650 | 405   | 276.6150 | 455   | 310.7650 | 505   | 344.9150 | 555   | 379.0650 |
| 306   | 208.9980 | 356   | 243.1480 | 406   | 277.2980 | 456   | 311.4480 | 506   | 345.5980 | 556   | 379.7480 |
| 307   | 209.6810 | 357   | 243.8310 | 407   | 277.9810 | 457   | 312.1310 | 507   | 346.2810 | 557   | 380.4310 |
| 308   | 210.3640 | 358   | 244.5140 | 408   | 278.6640 | 458   | 312.8140 | 508   | 346.9640 | 558   | 381.1140 |
| 309   | 211.0470 | 359   | 245.1970 | 409   | 279.3470 | 459   | 313.4970 | 509   | 347.6470 | 559   | 381.7970 |
| 310   | 211.7300 | 360   | 245.8800 | 410   | 280.0300 | 460   | 314.1800 | 510   | 348.3300 | 560   | 382.4800 |
| 311   | 212.4130 | 361   | 246.5630 | 411   | 280.7130 | 461   | 314.8630 | 511   | 349.0130 | 561   | 383.1630 |
| 312   | 213.0960 | 362   | 247.2460 | 412   | 281.3960 | 462   | 315.5460 | 512   | 349.6960 | 562   | 383.8460 |
| 313   | 213.7790 | 363   | 247.9290 | 413   | 282.0790 | 463   | 316.2290 | 513   | 350.3790 | 563   | 384.5290 |
| 314   | 214.4620 | 364   | 248.6120 | 414   | 282.7620 | 464   | 316.9120 | 514   | 351.0620 | 564   | 385.2120 |
| 315   | 215.1450 | 365   | 249.2950 | 415   | 283.4450 | 465   | 317.5950 | 515   | 351.7450 | 565   | 385.8950 |
| 316   | 215.8280 | 366   | 249.9780 | 416   | 284.1280 | 466   | 318.2780 | 516   | 352.4280 | 566   | 386.5780 |
| 317   | 216.5110 | 367   | 250.6610 | 417   | 284.8110 | 467   | 318.9610 | 517   | 353.1110 | 567   | 387.2610 |
| 318   | 217.1940 | 368   | 251.3440 | 418   | 285.4940 | 468   | 319.6440 | 518   | 353.7940 | 568   | 387.9440 |
| 319   | 217.8770 | 369   | 252.0270 | 419   | 286.1770 | 469   | 320.3270 | 519   | 354.4770 | 569   | 388.6270 |
| 320   | 218.5600 | 370   | 252.7100 | 420   | 286.8600 | 470   | 321.0100 | 520   | 355.1600 | 570   | 389.3100 |
| 321   | 219.2430 | 371   | 253.3930 | 421   | 287.5430 | 471   | 321.6930 | 521   | 355.8430 | 571   | 389.9930 |
| 322   | 219.9260 | 372   | 254.0760 | 422   | 288.2260 | 472   | 322.3760 | 522   | 356.5260 | 572   | 390.6760 |
| 323   | 220.6090 | 373   | 254.7590 | 423   | 288.9090 | 473   | 323.0590 | 523   | 357.2090 | 573   | 391.3590 |
| 324   | 221.2920 | 374   | 255.4420 | 424   | 289.5920 | 474   | 323.7420 | 524   | 357.8920 | 574   | 392.0420 |
| 325   | 221.9750 | 375   | 256.1250 | 425   | 290.2750 | 475   | 324.4250 | 525   | 358.5750 | 575   | 392.7250 |
| 326   | 222.6580 | 376   | 256.8080 | 426   | 290.9580 | 476   | 325.1080 | 526   | 359.2580 | 576   | 393.4080 |
| 327   | 223.3410 | 377   | 257.4910 | 427   | 291.6410 | 477   | 325.7910 | 527   | 359.9410 | 577   | 394.0910 |
| 328   | 224.0240 | 378   | 258.1740 | 428   | 292.3240 | 478   | 326.4740 | 528   | 360.6240 | 578   | 394.7740 |
| 329   | 224.7070 | 379   | 258.8570 | 429   | 293.0070 | 479   | 327.1570 | 529   | 361.3070 | 579   | 395.4570 |
| 330   | 225.3900 | 380   | 259.5400 | 430   | 293.6900 | 480   | 327.8400 | 530   | 361.9900 | 580   | 396.1400 |
| 331   | 226.0730 | 381   | 260.2230 | 431   | 294.3730 | 481   | 328.5230 | 531   | 362.6730 | 581   | 396.8230 |
| 332   | 226.7560 | 382   | 260.9060 | 432   | 295.0560 | 482   | 329.2060 | 532   | 363.3560 | 582   | 397.5060 |
| 333   | 227.4390 | 383   | 261.5890 | 433   | 295.7390 | 483   | 329.8890 | 533   | 364.0390 | 583   | 398.1890 |
| 334   | 228.1220 | 384   | 262.2720 | 434   | 296.4220 | 484   | 330.5720 | 534   | 364.7220 | 584   | 398.8720 |
| 335   | 228.8050 | 385   | 262.9550 | 435   | 297.1050 | 485   | 331.2550 | 535   | 365.4050 | 585   | 399.5550 |
| 336   | 229.4880 | 386   | 263.6380 | 436   | 297.7880 | 486   | 331.9380 | 536   | 366.0880 | 586   | 400.2380 |
| 337   | 230.1710 | 387   | 264.3210 | 437   | 298.4710 | 487   | 332.6210 | 537   | 366.7710 | 587   | 400.9210 |
| 338   | 230.8540 | 388   | 265.0040 | 438   | 299.1540 | 488   | 333.3040 | 538   | 367.4540 | 588   | 401.6040 |
| 339   | 231.5370 | 389   | 265.6870 | 439   | 299.8370 | 489   | 333.9870 | 539   | 368.1370 | 589   | 402.2870 |
| 340   | 232.2200 | 390   | 266.3700 | 440   | 300.5200 | 490   | 334.6700 | 540   | 368.8200 | 590   | 402.9700 |
| 341   | 232.9030 | 391   | 267.0530 | 441   | 301.2030 | 491   | 335.3530 | 541   | 369.5030 | 591   | 403.6530 |
| 342   | 233.5860 | 392   | 267.7360 | 442   | 301.8860 | 492   | 336.0360 | 542   | 370.1860 | 592   | 404.3360 |
| 343   | 234.2690 | 393   | 268.4190 | 443   | 302.5690 | 493   | 336.7190 | 543   | 370.8690 | 593   | 405.0190 |
| 344   | 234.9520 | 394   | 269.1020 | 444   | 303.2520 | 494   | 337.4020 | 544   | 371.5520 | 594   | 405.7020 |
| 345   | 235.6350 | 395   | 269.7850 | 445   | 303.9350 | 495   | 338.0850 | 545   | 372.2350 | 595   | 406.3850 |
| 346   | 236.3180 | 396   | 270.4680 | 446   | 304.6180 | 496   | 338.7680 | 546   | 372.9180 | 596   | 407.0680 |
| 347   | 237.0010 | 397   | 271.1510 | 447   | 305.3010 | 497   | 339.4510 | 547   | 373.6010 | 597   | 407.7510 |
| 348   | 237.6840 | 398   | 271.8340 | 448   | 305.9840 | 498   | 340.1340 | 548   | 374.2840 | 598   | 408.4340 |
| 349   | 238.3670 | 399   | 272.5170 | 449   | 306.6670 | 499   | 340.8170 | 549   | 374.9670 | 599   | 409.1170 |
| 350   | 239.0500 | 400   | 273.2000 | 450   | 307.3500 | 500   | 341.5000 | 550   | 375.6500 | 600   | 409.8000 |

**324.3 Postmarking**

- a. Postmark item at the time of acceptance, showing the full name of the Post Office facility, two-letter state abbreviation and ZIP Code, if authorized, and the date of mailing.
- b. Postmark at all breaks (cuts or torn edges) of any gummed-paper strips used in sealing parcels.

**324.4 Sealing**

All insured parcels must be sealed.

**324.5 Return Receipt**

Return receipts may be purchased for insured parcels to all countries with which insurance agreements are in force, except Canada (see 340).

**325 Indemnity Claims and Payments**

Sender must submit mailing receipt to make an inquiry or file a claim (see Chapter 9).

**Note:** For detailed information concerning indemnity claims and payments for lost, rifled, or damaged insured parcels, see 930.

## 330 Registered Mail

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**331 Description**

Customers may register mail for additional protection and security in dispatch, conveyance, and delivery. For each registered item, a mailing receipt is issued by the office of mailing, and a record of delivery is maintained at the office of destination. Indemnity limits are much lower for registered mail than for insured mail and do not extend uniformly to damage or rifling of contents. Registered mail is handled separately from all other mail, and records are kept by registry number. In Post Office facilities, registered mail is kept in a secure area to which only authorized employees are permitted.

**332 Availability**

Customers can purchase registered mail service when they send letter-post, post/postal cards, and matter for the blind. Registered mail service is not available in combination with parcel post or M-bags to one addressee. See Individual Country Listings for country-specific prohibitions and restrictions on registered mail service usage.



### 333 Fees and Indemnity Limits

#### 333.1 Registration Fees

The registry fee for all countries is \$7.50.

**Exception:** See the Individual Country Listing for [Canada](#).

#### 333.2 Indemnity Limit

Irrespective of the declared value of a registered item, the maximum amount of indemnity that is payable for loss, damage, or rifling is \$43.93.

**Exception:** There is a \$1,000 indemnity limit for registered items that are mailed to Canada, except for those that contain banknotes (cash), which are subject to a \$200 indemnity limit.

### 334 Processing Requests

#### 334.1 Mailing Receipt and Registration Number

##### 334.11 General Use

A receipt is issued for registered mail when it is accepted. For individual transactions, PS Form 3806, *Receipt for Registered Mail*, is used. When an average of three or more items are presented for registration at one time, PS Form 3877, *Firm Mailing Book for Accountable Mail*, may be used (see DMM 503). The registered number is determined by Label 200, *Registered Mail*, a preprinted, self-adhesive label with a number series of nine digits preceded by a Service Type Code of two alpha characters and followed by the Country Code of two alpha characters "US." Only labels printed by the Postal Service may be used on international registered mail.

##### 334.12 Sender's Responsibility

Sender must:

- a. Enter the name and address of addressee on the mailing receipt before presenting the item for registration.
- b. Declare the *full* value of mail presented for registration.
- c. The sender should retain the receipt and must submit it if he or she subsequently wishes to make an inquiry about, or file a claim for, the registered item (see Chapter 9).

##### 334.13 Accepting Clerk's Responsibility

Accepting clerk must:

- a. Affix a Label 200, *Registered Mail*, to the item in the lower left corner of the address side and enter the number in ink on the mailing receipt.
- b. If requested by the sender, show on the mailing receipt and on the Post Office record the time the item was accepted for mailing.
- c. Enter the registration fee and postage, plus special delivery, return receipt, and/or restricted delivery fee, if applicable, on the receipt.

- d. Endorse mailing receipt “OFFICIAL PAID” or “OFF. PD.” when federal government official mail is registered pursuant to 143.1.

### 334.2 **Marking**

The accepting clerk must enter the following endorsements and special markings on each registered item:

- a. Affix Label 200 as noted above. All registered mail of U.S. origin must bear a Label 200.
- b. Place airmail Label 19-A or Label 19-B or the words “PAR AVION” on registered items prepaid for air, if the sender has failed to do this.
- c. Endorse the item for special services requested by the sender.

### 334.3 **Postmarking**

#### 334.31 **Placement**

Postmark registered items twice on the back, on the crossing of the upper and lower flaps. If return receipts are used, postmark partially on the receipt and partially on the flaps of the letter. Items sealed on the address side must be postmarked on the address side.

#### 334.32 **Registered Matter for the Blind**

Postmark registered matter for the blind on the address side.

### 334.4 **Sealing**

#### 334.41 **Sender’s Responsibility**

Senders must securely seal letter-post items presented for registration. Wax or paper seals on envelopes must bear a distinctive mark of the sender and must be affixed in such a way as to allow sufficient space at the intersections of the flaps for postmarking. Self-sealing envelopes and items that appear to have been opened and resealed may not be registered.

#### 334.42 **Registered Matter for the Blind**

Registered matter for the blind must *not* be sealed.

### 334.5 **Return Receipt and Restricted Delivery**

Return receipts and restricted delivery can be purchased for registered items to most countries. (See 340 and 350 and Individual Country Listings.)

## 335 **Indemnity Claims and Payments**

Sender must submit mailing receipt to make an inquiry or file a claim (see Chapter 9).

**Note:** For detailed information concerning indemnity claims and payments for registered items that are lost, rifled, or damaged, see 930.

## 340 Return Receipt

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### 341 Description

PS Form 2865, *Return Receipt for International Mail* (Avis de Reception), is a *pink* card that is attached to a registered or insured item and to Global Express Mail to certain countries (see 221.4) at the time of mailing, and which is removed and signed at the point of delivery and returned to sender. It provides the sender with evidence of delivery. Return receipts are completed in the country of destination in accordance with its internal regulations, which may not require the addressee's signature except under special circumstances. These receipts are returned to sender by airmail.

### 342 Availability

Return receipts can be purchased *only* at the time of mailing and are available *only* for registered, insured, or recorded delivery mail. Return receipts are available to a limited number of countries for Global Express Mail (see 221.4). A few countries do not admit return receipts and many restrict them to registered mail. See Individual Country Listings.

### 343 Fee

The fee for a return receipt is \$1.75, and must be paid in addition to postage and other applicable charges. Return receipt service is available at no additional charge for Global Express Mail to certain countries.

**Note:** Include the weight of the return receipt when determining the postage for mailing the item.

### 344 Processing Requests

#### 344.1 Form

##### 344.11 Sender's Responsibility

Sender must record return address on the return receipt.

##### 344.12 Accepting Clerk's Responsibility

Accepting clerk must:

- a. Record return receipt fee on insured or registered mailing receipt.
- b. Record address of addressee on return receipt.
- c. Attach return receipt to item.
- d. Affix and cancel postage equal to the sum of the return receipt fee, postage, and other applicable fees.

**344.2 Marking**

Accepting clerk must mark address side of item either "AVIS DE RECEPTION" or "A."

**344.3 Confirmation of Delivery After Mailing**

A sender may request confirmation of delivery for registered or insured mail, within 1 year after mailing, by presenting the mailing receipt and filing an inquiry (see 922.1 and 922.2).

**344.4 Return Receipt Improperly Completed or Not Received**

If the sender does not receive a return receipt for which a fee was paid, or if the sender receives an improperly completed return receipt, an inquiry should be filed. See 927 and 928 for applicable inquiry procedures.

## 350 Restricted Delivery

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**351 Description****351.1 General**

Restricted delivery is a service that generally limits who may receive an item. The details of the service, however, are governed by the internal legislation of the destination country. Some countries will deliver only to the addressee in person and will obtain that person's signature on the receipt. Other countries may permit delivery to agents of the addressee and/or require only the signature of a postal official on the return receipt.

**351.2 Undeliverable Mail**

If the country of destination is unable to deliver the item in accordance with its regulations, it will be returned as undeliverable.

**352 Availability**

Restricted delivery is available *only*:

- a. At time of mailing.
- b. For registered items or recorded delivery.
- c. If accompanied by a return receipt (see 340).
- d. To certain countries. See Individual Country Listings.

**353 Fee**

Fee is \$3.50 and is in addition to postage and other applicable fees.

## 354 Processing Requests

### 354.1 Marking

Sender must endorse item "A REMETTRE EN MAIN PROPRE" or the equivalent in a language known in the destination country. Endorsement should be located on the address side below the return address.

### 354.2 Postage

Accepting clerk must affix and cancel postage equal to the sum of the restricted delivery fee, regular postage, and other fees.

## 360 Recorded Delivery

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### 361 Description

Recorded delivery is the international service equivalent of domestic certified mail. It provides the mailer with a numbered mailing receipt, and affords the opportunity to obtain confirmation of delivery through the purchase of a separate return receipt for an additional fee (see 342). The originating Post Office facility does *not* maintain a mailing record for recorded delivery service items. However, the destination post office is required to retain a record of delivery for each recorded delivery service item that is tendered to an addressee.

### 362 Availability

Recorded delivery service is available when mailing letter-post items, postcards and postal cards, aerogrammes, matter for the blind, and M-bags to the following destination countries: Ascension, Austria, Bahamas, Bangladesh, Belize, Bhutan, Brunei Darussalam, Burkina Faso, Burundi, Colombia, Congo (Democratic Republic of the), Costa Rica, Croatia, Cuba, Czech Republic, Dominican Republic, Fiji, Germany, Ghana, Greenland, Grenada, Guinea-Bissau, Guyana, India, Iran, Iraq, Kenya, Korea (Republic of), Kuwait, Latvia, Macedonia (Republic of), Madagascar, Malaysia, Maldives, Mali, Mongolia, Morocco, Mozambique, Namibia, Niger, Nigeria, Paraguay, Romania, Rwanda, Saint Helena, Sao Tome and Principe, Slovak Republic (Slovakia), Swaziland, Switzerland, Tanzania, Tonga, Trinidad and Tobago, Tunisia, Tuvalu, Uganda, Venezuela, Vietnam, Yemen, and Zambia.

### 363 Recorded Delivery Fee

The recorded delivery fee is \$2.30 and is in addition to postage and other special service fees, if applicable.

## 364 Processing Requests

### 364.1 General Use

PS Form 8099, *Receipt for Recorded Delivery*, is used for recorded delivery. Only labels printed by the Postal Service may be used on recorded delivery mail.

### 364.2 Marking

#### 364.21 Sender's Responsibility

The sender must prepare PS Form 8099, *Receipt for Recorded Delivery*, and place it on the address side, above the address and to the right of the return address; or for cards, above the address in such a way as not to affect address legibility and postage. Add the endorsement "A REMETTRE EN MAIN PROPRE" (or the equivalent in a language known in the country of destination) in bold letters when the mailpiece is to be delivered to the addressee in person (restricted delivery). Request a return receipt at the time of mailing, if one is desired. Complete PS Form 2865 at the time of mailing to request a return receipt or to request restricted delivery.

#### 364.22 Accepting Clerk's Responsibility

Verify that the PS Form 8099 has been properly completed and that the correct fee and amount of postage have been affixed; postmark the receipt, and return it to the mailer.

### 364.3 Where to Mail

Customers may mail recorded delivery items at a Post Office facility, station, or branch. They may also deposit the item in street letterboxes, if a Post Office receipt is not desired.

### 364.4 Return Receipt and Restricted Delivery

Return receipts and restricted delivery service may be purchased for recorded delivery items to all countries with which restricted delivery service is available. (See 350 for restricted delivery service.) If a return receipt is requested, the sender's complete return address must be placed on the mailpiece.

## 370 Supplemental Services

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## 371 International Money Orders

### 371.1 Description

#### 371.11 General

International postal money order service is available to transfer funds to individuals or firms in countries that have entered into agreements with the

United States Postal Service for the exchange of postal money orders. International postal money orders may be sent by letter mail or Global Express Mail™ service (EMS).

### 371.12 **Maximum Amount**

The maximum amount for a single international postal money order is \$700, unless noted otherwise in parentheses in Exhibit 371.2.

There is no limit on the number of money orders that may be sent to a payee during any time period. There is a limit on the total face value of money orders an individual customer may purchase on any one day (see DMM 509).

### 371.2 **Availability**

International postal money orders are exchanged with countries using the pink International Postal Money Order (Form MP1). Exhibit 371.2 lists the countries that accept this form. The maximum amount for a single postal money order is \$700, unless noted otherwise in parentheses in Exhibit 371.2.

Exhibit 371.2

#### **Countries Accepting the International Postal Money Order Form (MP1)**

|                         |                                 |                                  |
|-------------------------|---------------------------------|----------------------------------|
| Albania                 | Dominican Republic <sup>2</sup> | Montserrat                       |
| Anguilla                | Ecuador <sup>2</sup>            | Nigeria <sup>2</sup> (\$500)     |
| Antigua and Barbuda     | El Salvador (\$500)             | Peru                             |
| Bahamas                 | Grenada                         | St. Christopher (St. Kitts)      |
| Barbados <sup>1</sup>   | Guinea <sup>2</sup>             | and Nevis                        |
| Belize                  | Guyana (\$500)                  | St. Lucia                        |
| Bolivia <sup>2</sup>    | Honduras <sup>2</sup>           | St. Vincent and the              |
| British Virgin Islands  | Jamaica <sup>3</sup>            | Grenadines                       |
| Canada                  | Japan <sup>4</sup>              | Sierra Leone <sup>2</sup>        |
| Cape Verde <sup>2</sup> | Mali <sup>2</sup>               | Trinidad and Tobago <sup>3</sup> |
| Dominica                | Mexico <sup>2</sup>             |                                  |

(1) In Barbados, the amount of the money due for payment will no longer be handwritten on Form MP1 (the form currently states, "Amount To Be Written In Words"), but will be electronically applied.

(2) Bolivia, Cape Verde, Dominican Republic, Ecuador, Guinea, Honduras, Mali, Mexico, Nigeria, and Sierra Leone will not issue money orders for payment in the United States.

(3) Jamaica and Trinidad and Tobago will not issue money orders in U.S. dollars.

(4) In Japan, the Form MP1 money orders issued for payment in the United States must be shown in U.S. dollars preceded by the capital letters "USD."

### 371.3 **Fees**

The fee for money orders payable in countries that accept Form MP1 is \$3.25 per money order.

## 371.4 Processing Requirements

### 371.41 Form Required — International Postal Money Order (Form MP1)

Use the pink International Postal Money Order (Form MP1) for money orders payable to the countries listed in [Exhibit 371.2](#). Follow the issuance procedures in DMM 509.

**Note:** For money orders payable in Canada, the amount of the money order must be expressed in U.S. currency only. Issuing clerks must use the money order imprinter in the usual manner, printing the amount received in U.S. currency.

### 371.42 Preparation by Purchaser

When Form MP1 is used to send funds, the purchaser should complete the information requested on both the money order and the customer's receipt. Follow the instructions for preparing domestic money orders in DMM 509 when using Form MP1. The Postal Service is not liable for money orders that are lost before the purchaser completes this information. Money orders may be made payable to the purchaser, a person or a firm, or a payee by official title. (Example: Director of Publications, Canada.)

### 371.43 Preparation by Postal Service Employee

Follow the instructions for preparing domestic money orders in DMM 509 when issuing Form MP1.

## 371.5 Procedures for Cashing Money Orders Issued by Foreign Countries

### 371.51 Valid Postal Money Orders

Valid postal money orders issued by countries listed in [371.2](#) will be paid in accordance with the procedures for cashing domestic money orders (see DMM 509). However, no international money order will be paid after the expiration of the validity date on the money order.

### 371.52 Canadian Money Orders

Canadian money orders may be paid only if they are addressed to a payee within the United States and the amount is imprinted in United States currency.

### 371.53 Japanese Money Orders

Valid postal money orders issued by Japan on its Form MP1 are cashed in accordance with DMM 509. Money orders must not be paid after the expiration of the validity date indicated on the money order. The amount to be paid is shown in United States dollars and must not have been altered.



**371.6 Lost Reissued Money Orders**

Report the facts concerning lost reissued money orders (e.g., an international money order sent to the United States by a foreign country and reissued on a domestic form to the payee in the United States) to:

INTERNATIONAL MONEY ORDER SECTION  
ACCOUNTING SERVICE CTR  
US POSTAL SERVICE  
PO BOX 82414  
ST LOUIS MO 63182-9421

**371.7 Inquiries****371.71 Who May Receive Information**

Postal Service employees must not disclose information concerning money order transactions to any person except the purchaser, the payee, the endorsee, or a duly authorized agent of one of these. The Office of Accounting, Postal Service Headquarters, may authorize other requests only when the request concerns a specific money order or a specific party to a money order transaction, and when accompanied by a valid court order. Send requests to:

OFFICE OF ACCOUNTING  
US POSTAL SERVICE  
475 L'ENFANT PLZ SW  
WASHINGTON DC 20260-5240

**371.72 Inquiries Regarding Payment****371.721 Money Orders Issued on International Postal Money Order (Form MP1)**

Use PS Form 6401, *Money Order Inquiry*, in accordance with DMM 509 when filing inquiries or requests for replacement of an International Postal Money Order (Form MP1). Only the purchaser may file and receive payment. Replacement will not be made before 6 months after the date of issuance.

**371.722 Reissued International Money Orders (89 Series)**

Use PS Form 6401, *Money Order Inquiry*, in accordance with DMM 509 when filing inquiries or requests for replacement of reissued international postal money orders. The U.S. payee may file and receive payment.

**371.8 Standard International Money Orders (Discontinued)**

The sale of standard international postal money orders using the *Authorization to Issue an International Money Order* form set was discontinued beginning August 10, 2002.

To file an inquiry regarding a standard international postal money order issued in the United States before August 10, 2002, send PS Form 6684, *Inquiry Concerning International Money Order Issued in the United States*, to:

INTERNATIONAL MONEY ORDER SECTION  
ACCOUNTING SERVICE CTR  
US POSTAL SERVICE  
PO BOX 82412  
ST LOUIS MO63182-9421

## 372 International Reply Coupons

### 372.1 Description

- a. The sender of a letter may prepay a reply by purchasing reply coupons, which are sold and exchangeable for postage stamps at post offices in member countries of the Universal Postal Union. The period of exchange of international reply coupons issued by the Universal Postal Union on or after January 1, 1975, is unlimited.
- b. International reply coupons (in French, *Coupons-Reponse Internationaux*) are printed in blue ink on paper that has the letters “UPU” in large characters in the watermark. The front of each coupon is printed in French. The reverse side of the coupon shows the text relating to its use in German, English, Arabic, Chinese, Spanish, and Russian.
- c. Coupons sold in the United States have the selling price printed on them, while coupons in other countries may not.

### 372.2 Availability

Reply coupons may be requisitioned by Post Office facilities in the same manner as postage stamps. The coupons should be stocked at Post Office facilities that have a demand for them.

### 372.3 Selling Price and Rate of Exchange

- a. The selling price of a reply coupon in the United States is \$1.75. One coupon is exchangeable in any other member country for a stamp or stamps representing the minimum postage on an unregistered air letter. Unused U.S. coupons (that is, those with the U.S. selling price stamped on them) may be exchanged only for United States postage stamps by the original purchaser at a discount of 1 cent below the purchase price.
- b. International reply coupons purchased in foreign countries are exchangeable at U.S. Post Office facilities toward the purchase of postage stamps and embossed stamped envelopes (including aerogrammes) at the rate of \$0.80 per coupon, irrespective of the country where they were purchased.

**372.4 Processing Requests**

- a. When an international reply coupon is sold, the Postal Service clerk must place a postmark in the block which is headed *control stamp of the country of origin*.
- b. Under Universal Postal Union's regulations, member countries are *not* required to place a control stamp or postmark on the international reply coupons that they sell. Therefore, some foreign issue reply coupons, which are tendered for redemption, may bear the name of the issuing country (generally in French), rather than the optional control stamp or postmark. Such coupons are exchangeable for U.S. postage, as specified in 372.3b.
- c. A Post Office facility redeeming an unused U.S. coupon must postmark it in the unpostmarked circle. A Post Office facility exchanging a foreign reply coupon must postmark it in the right circle. Post Office facilities must not accept foreign coupons that already bear a Postal Service postmark.
- d. Reply coupons issued by foreign countries prior to January 1, 1975, are no longer redeemable at U.S. Post Office facilities. These old-style coupons are distinguishable from the newer coupons printed by the International Bureau of the Universal Postal Union because the name of the country of origin is always present on the old-style coupons. Customers processing pre-1975 coupons of foreign origin should be advised to return them to their correspondents in the country of issue for replacement or redemption through the selling post office.
- e. Reply coupons formerly issued by the Postal Union of the Americas and Spain are no longer valid. These coupons are printed in green ink and bear the caption *Cupon Respuesta America-Espanol*. Customers possessing any of these coupons should return them to their correspondents in the country of issue for redemption through the selling post office.
- f. Postmasters must process exchanged foreign and redeemed U.S. coupons as prescribed in 426.9 International Reply Coupons (IRCs) Handbook F-1, *Post Office Accounting Procedures*.

**373 International Business Reply Service****373.1 Description**

International Business Reply Service (IBRS) is similar to domestic business reply mail service. It allows envelopes and cards to be distributed to and deposited in certain foreign countries for return to the addressee in the United States without prepayment of postage. Postage and service fees are collected from the U.S. addressee at delivery. Special services cannot be used with IBRS.

### 373.2 Availability

International Business Reply Service (IBRS) is available to every country and territorial possession in the world that is a destination point for U.S.-originating international mail. To be admissible in the international mails, IBRS envelopes and cards must conform to the size, weight, and format requirements that are specified in 373.5 and 373.6, respectively. Qualifying mailpieces receive airmail treatment upon being returned by the foreign postal administrations to United States addressees. See 373.4 for the standard IBRS fees that apply to each envelope or card that is returned to the holder of a business reply mail (BRM) permit.

**Note:** Domestic business reply items are notailable outside the United States. If deposited in a foreign postal system, they will be treated in accordance with that country's internal postal regulations and may not be returned to the U.S. addressee.

### 373.3 Who May Distribute IBRS Mail

In order to initiate IBRS mail, the U.S. sender must be a business reply mail (BRM) permit holder who has paid the prescribed accounting fee to participate in the Qualified Business Reply Mail (QBRM) program (see DMM 507). Prior to producing IBRS mail, the mailers must advise, in writing, the postmaster of the Post Office facility where their permit is held that they intend to distribute IBRS mail. IBRS mail must meet all specifications of QBRM including using unique ZIP+4 codes, identification of the rate category, and using the corresponding barcode. The postmaster must assign the unique ZIP+4 codes as part of the application process. Participating mailers are encouraged to submit preproduction samples for approval. The postmaster responsible will issue a letter of authorization to the mailer.

### 373.4 Fees

The fees for IBRS are as follows:

- a. Envelopes up to 2 ounces: \$1.20.
- b. Cards: \$0.80.

**Note:** The fee for each returned IBRS envelope and card includes the per piece charge that is applied to domestic business reply and subject to QBRM accounting procedures. It is not necessary for the sender to obtain a separate international business reply permit to have IBRS items processed through their advance deposit account.

### 373.5 Size and Weight Requirements

#### 373.51 Cards

The following size and weight requirements apply to cards:

- a. Minimum size: 3-1/2 by 5-1/2 inches.
- b. Maximum size: 4-1/4 by 6 inches.
- c. Thickness: Not less than .007 inch nor more than .016 inch.

**Note:** IBRS cards must be printed on paper stock meeting a standard industry basis weight of 75 pounds, with none less than 71.25 pounds, for 500 sheets measuring 25 inches by 38 inches, and must also have a thickness of at least .007 inch and not more than .016 inch. The paper must be free from groundwood except when coated with a substance that adds to the paper's ability to resist an applied bending force.

### 373.52 Envelopes

The following size and weight requirements apply to envelopes:

- a. Minimum size: 3-1/2 by 5-1/2 inches.
- b. Maximum size: 6-1/8 by 11-1/2 inches.
- c. Thickness: Not less than .007 inch or more than .2 inch.
- d. Maximum weight: 2 ounces.

### 373.6 Format Requirements ([Exhibit 373.6](#))

#### 373.61 FIM

Each International Business Reply Service (IBRS/CCRI) item must contain a Facing Identification Mark (FIM) pattern C, printed at the top right portion of the address side of the item. The top of the FIM C bar pattern must be within 1/8 of an inch of the edge of the item and may extend to the edge. The right-most bar of the pattern must be within 2 inches (plus or minus 1/8 of an inch) of the right edge of the item. The FIM bars must be 5/8 (plus or minus 1/8) of an inch long. The entire FIM pattern must be completely contained within a rectangular clear zone measuring 1-1/4 inches in length and 5/8 of an inch in height; with its top edge formed by the top edge of the item and its right edge beginning 1-3/4 inches from the right edge of the item.

#### 373.62 Barcodes

ZIP+4 Postnet Barcodes preassigned by the U.S. Postal Service must be printed on the address side of each International Business Reply Service (IBRS/CCRI) item within the "barcode read area," which must be free of any printing other than the barcode. The read area extends 5/8 of an inch from the bottom and at least 4-1/2 inches from the right edge of the item. The bottom of the bars must be positioned 1/4 inch (plus or minus 1/16 of an inch) from the bottom edge of the item, and the barcode must be completely contained within the read area.

#### 373.63 No Postage Necessary Endorsement

The endorsement "NE PAS AFFRANCHIR, NO POSTAGE NECESSARY IF MAILED TO THE UNITED STATES" must be printed in the upper right corner of the face of the piece with a partial diagonal bar. The endorsement must not extend farther than 1-3/4 inches from the right edge of the mailpiece.

#### 373.64 Business Reply Legend

The legend "INTERNATIONAL BUSINESS REPLY MAIL/REPONSE PAYEE" must appear above the address in capital letters at least 3/16 of an inch high. Immediately below the legend the words "PERMIT NO.," followed by the

permit number and the issuing Post Office facility (city and state), must be shown in capital letters. This information must appear between two horizontal bars at least 3/32 of an inch thick and at least 1/2 inch apart. The endorsement "POSTAGE WILL BE PAID BY ADDRESSEE" must appear immediately below the lower bar.

373.65 **Address**

The complete address must appear, including the name of the permit holder, street address (and/or Post Office box number), city, state, and unique ZIP+4 code that is preassigned and the country of destination (United States of America) with the bottom line of the address no lower than 5/8 of an inch and the city, state, and ZIP+4 code line no higher than 2-1/4 inches from the bottom edge of the mailpiece. A clear margin void of any extraneous matter (except for the horizontal bars specified below) of at least 1 inch is required between the left and right edges of the mailpiece and the address.

373.66 **Air Mail Endorsement**

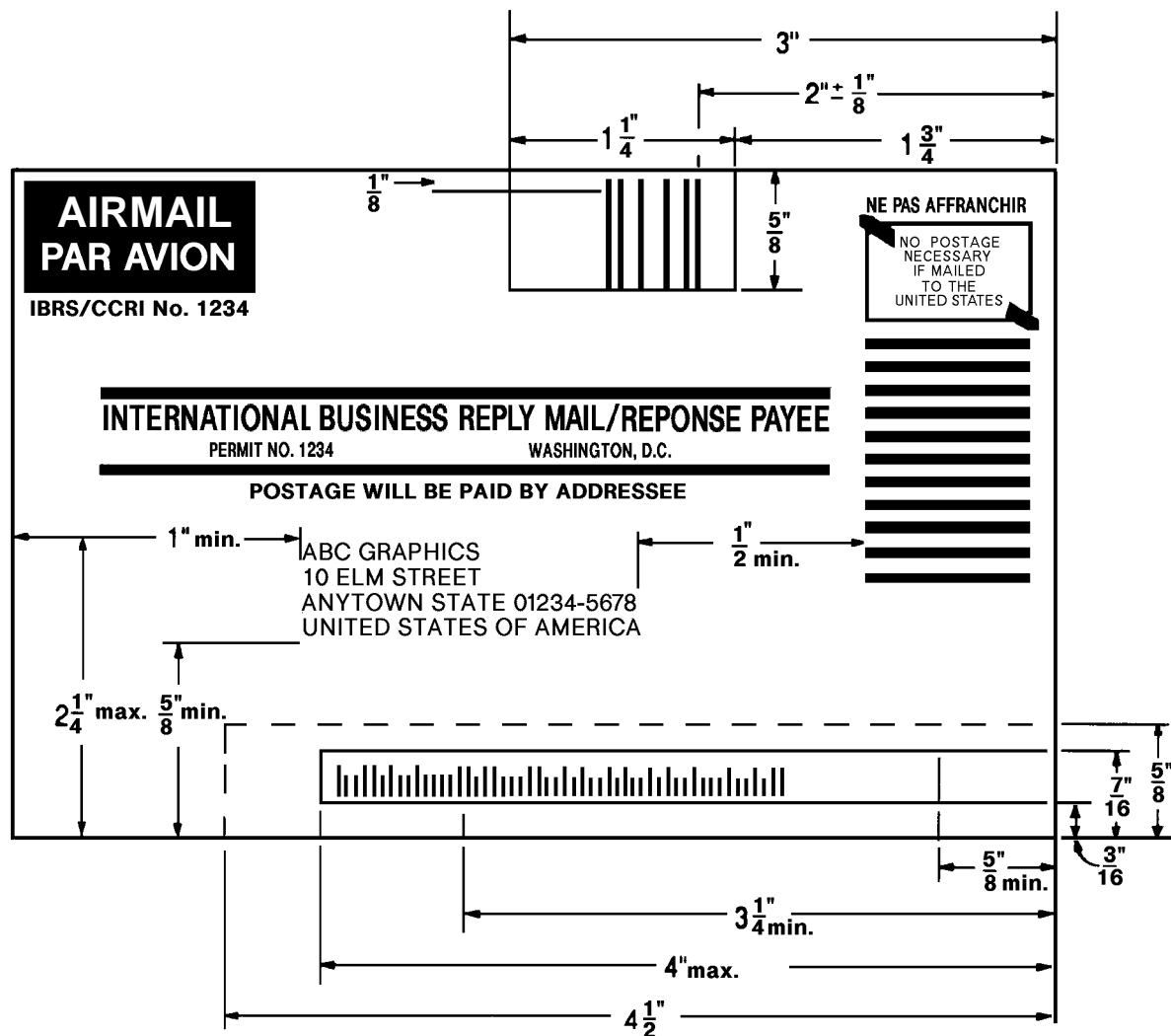
The endorsement "AIR MAIL/PAR AVION" must be shown in the upper left corner on reverse print. Immediately beneath this endorsement must appear the words "IBRS/CCRI NO." followed by the permit number.

373.67 **Horizontal Bars**

A series of horizontal bars parallel to the length of the mailpiece must be printed immediately below the endorsement "NO POSTAGE NECESSARY IF MAILED TO THE UNITED STATES." The bars must be uniform in length, at least 1 inch long, and 1/16 of an inch to 3/16 of an inch thick and evenly spaced. The vertical column of horizontal bars must not extend below the delivery address line, which is the line above the line containing the ZIP+4 code. There must be at least 1/2 of an inch clearance between the ZIP+4 code and the bars.

## Exhibit 373.6

## Format Requirements — US IBRS



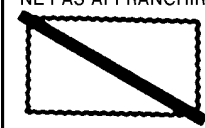
Drawing not to scale

**373.7 Foreign International Business Reply Service**

Mailers in the countries listed in 373.2 may be authorized to distribute IBRS mail in the United States. These items, similar to the format in [Exhibit 373.7](#), are accepted without the prepayment of postage for return by air to the destination country. These items are forwarded, with ordinary letters and cards, to the designated international air exchange office for return to the appropriate country.

Exhibit 373.7

**Format Requirements — Foreign IBRS**

|                                                                                      |                                                                                                                                               |
|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>By airmail</b><br><b><i>Par avion</i></b>                                         | <div>NE PAS AFFRANCHIR</div>  <div>NO STAMP REQUIRED</div> |
| IBRS NUMBER: PHQ-B/15/SW<br>CCRI NUMERO:                                             |                                                                                                                                               |
| <div><b>REPONSE PAYEE</b></div> <div><b>GRANDE-BRETAGNE</b></div>                    |                                                                                                                                               |
| ROYAL MAIL INTERNATIONAL<br>52 GROSVENOR GARDENS<br>LONDON SW1W 0YA<br>GREAT BRITAIN |                                                                                                                                               |